

CITY OF WINCHESTER
BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
TUESDAY, DECEMBER 3, 2013

Regular meeting @ 8:00 a.m.
Council Chambers / City Hall / 113 E. Washington St.

Pledge – Mayor Croyle
Prayer – Mayor Croyle

Mayor Croyle called the meeting to order and presided over the meeting. Clerk-Treasurer, Vicki Haney, recorded the minutes.

The Clerk-Treasurer's roll call showed three Board of Public Works and Safety members present.

Mayor Steve Croyle
Councilor Todd Schroeder
Mr. Richard Gough

Additional Officials Present:

Meeks Cockerill, City Attorney; Chris Martin, Waste Water Treatment Plant Superintendent; and Mike Burk, Police Chief

Approval of the Minutes

Mr. Gough moved to approve the minutes of the November 19, 2013 meeting. Councilor Schroeder seconded. Motion passed 3-0.

UNFINISHED BUSINESS

Aging in Place

Deb Lilly, Manager-Municipal Programs of Administrative Resources association (ARa) stated the first six homes are ready for review and approval for the homeowner repair program. The property addresses are:

- 100 Hospital Drive
- 503 S. Meridian
- 814 Elm Boulevard
- 416 Short Street
- 613 Lawn Street
- 829 Richmond Street

These homes have had all inspections necessary for this program. The next step is to send the proposals to bid. One of the homeowners being approved is now deceased. That application would need to be put on hold until the spouse of the deceased is contacted to proceed with the application. The only item that could be an issue is the spouse's income. The remaining five applications will go to bid. The funder will also have to review the applications to make sure everything is in order. All of the applications should be under contract within six weeks. 416 E. Short Street needs to have all of the electrical wiring replaced, windows replaced, and the bathroom needs to be updated. 503 S. Meridian Street needs to

have the electrical wiring replaced, possibly a new furnace, grab bars need to be installed in the bathrooms, walk in showers need to be installed, and a wood ramp needs to be installed to the back door so the house is ADA complaint. 100 Hospital Drive needs a new roof and windows to take care of lead concerns, a security door, walk in shower in the bathroom with grab bars, and the steps to the front door need to be replaced. 814 S. Elm Blvd. needs a new roof and gutters. The occupant is not elderly but is disabled. They are asking for a walk in shower, grab bars in the bathrooms and a taller toilet along with steps and a guard rail on the front porch. 829 Richmond Street needs new gutters, insulation in the attic, electrical upgrade, new windows because of lead, new carpet because the old carpet is bunching, a walk in shower, and the planking on the back deck to be replaced. These five applicants have been approved by ARA. All of these homeowners are eligible up to Fifteen Thousand Dollars (\$15,000.00) in actual repairs. Councilor Schroeder moved to approve the homes to be bid. Mr. Gough seconded. Motion passed 3-0. In early January 2014, four or five additional homes will be presented before the Board for consideration. Applications are still being considered. Mr. Gough asked who reviews the contractor's bids. Mrs. Lilly stated ARA reviews all contracts. Mr. Gough asked about the pay schedule for the contracts. All contractors are paid in full at the completion of the job. The inspector will determine when a job is complete. The inspector compiles the bids for each home and reviews each item before a project is considered complete.

NEW BUSINESS

Department Reports

Mike Burk, Police Chief – submitted a written report.

Waste Water Treatment Plant Report

Superintendent Martin stated routine maintenance has been completed. The sidewalk rehabilitation information is being entered in the WTH GIS Mapping System. The existing sidewalks and repaired sidewalks will all be included on the map. Hannum, Wagle, and Cline will be onsite today to discuss upgrading the plant capacity. The next project for the plant is the addition of drying beds. Mr. Gough asked when the design would be complete. Superintendent Martin stated it could be as soon as the end of the month. Superintendent Martin is currently working with a local contractor to rehabilitate the dump site. Williams Automation and Control Panels are completing electrical work at the plant. The control boxes are being replaced. The lighting in the office, lab and half of the hallway has been replaced. The outside lighting has also been replaced.

StarBurst Technologies

Superintendent Martin stated StarBurst Technologies is still doing business. Superintendent Martin will set up a meeting with the owner of the business to discuss the project. He will report back to the Board of Public Works and Safety with a recommendation of whether or not to complete the project. Eric Huffman, of Ridgeville, Indiana, builds the product.

Camera System

Mayor Croyle asked if anyone has been to the Street Department to check out the new camera system. Mr. Gough stated he will go look at it. The cameras on the outside of City Hall will be installed this month.

Meeting Room

Mayor Croyle stated his goal is to turn his secretary's office into a meeting room.

Sidewalk Rehabilitation Program

Mayor Croyle discussed the future plans for sidewalk rehabilitation. Mayor Croyle asked what the balance is in the Sidewalk Rehabilitation Fund. Clerk-Treasurer Haney stated the balance as of November 30, 2013 is Nineteen Thousand Fifty One Dollars and One Cent (\$19,051.01). The total Riverboat Gaming Money revenue received this year was Twenty Nine Thousand Two Hundred Thirty Four Dollars and Fifty Five Cents (\$29,234.55). The next distribution of Riverboat Gaming Money revenue will be in August of 2014. The expenses for the year were Fifty Thousand Four Hundred Seventy Three Dollars (\$50,473.00). Mayor Croyle stated the City will not complete any more projects until the City receives another distribution of Riverboat Gaming Money revenue in August of 2014. This will allow homeowners who want to participate in the sidewalk rehabilitation program to be able to do so.

Adjournment

There being no further matters to discuss, Councilor Schroeder moved to adjourn. Mr. Gough seconded. Motion passed 3-0. The December 3, 2013 meeting was adjourned at 8:30 am.

Mayor, Steve Croyle

ATTEST: _____
Vicki Haney, Clerk-Treasurer